

Job Title: Police Sergeant

Job Summary: This is supervisory and administrative law enforcement work responsible for overseeing and serving as a supervisor to police officers on assigned shift. Supervisory work involves assigning, planning, and directing the work of police officers, assisting with and ensuring that police officers are properly trained. May serve in a variety of duty assignments including Detective/Investigations, K-9, community outreach, and station duty. Work is performed under the direct supervision of the assigned Lieutenant of the Field Operations Bureau.

Major Duties:

- Supervises the work of police officers on an assigned watch; schedules officer duty assignments to ensure minimum staffing and appropriate coverage; monitors officers at work to ensure operations are conducted in accordance with departmental policies.
- Responds to officer's request for supervisory assistance; conducts training concerning laws, procedures, etc.
- Reviews and evaluates employee performance; implements disciplinary action as needed.
- Conducts daily roll call giving out assignments, memoranda, directives, crime information advisories, etc.; inspects officers and equipment to ensure proper maintenance and service ability of uniform, weapons, and equipment.
- Reviews and completes incident reports, arrest reports, evidence reports, and all reports generated by patrol officers to ensure completeness and accuracy.
- Investigates traffic accidents by establishing point of impact, create scale diagrams that show vehicle to vehicle relationship; interviewing witnesses, and collecting, preserving, and packaging evidence; detects drunk drivers and performs sobriety evaluations; books DUI suspects.
- Patrols the city to provide a visible deterrent in uniform and in marked cars or motorcycle and enforce laws and ordinances and protect life and property; monitors commercial and residential areas for signs of criminal activity; patrols for suspicious persons or vehicles.
- Enforces traffic laws through the issuance of traffic citations and warnings; routinely inspects roadways, bridges and traffic signals and signs to find and report any hazardous conditions.
- Responds to calls for assistance, disturbance calls, and complaints of crimes; enforces federal, state, and local laws by performing warrant, felony or misdemeanor, arrests; implements physical confrontation only when necessary; protects the civil rights of all persons in custody.
- Prepares and maintains a wide variety of departmental records and reports in compliance with departmental and legal policies and procedures; prepares and files thorough written case reports.
- Maintains assigned uniform, vehicle, and equipment in accordance with departmental policy and procedures.
- Responds to questions and complaints from the public in a courteous manner.

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- Presents evidence and testimony in courts of law; assists in prosecuting felony and misdemeanor cases.
- Assists stranded motorists; directs traffic when necessary; transports prisoners to jail.
- May serve in a variety of duty assignments including Detective, K-9, Community Outreach, and Station Duty.
- Participates in departmental training programs.
- Perform other related duties as required.

Knowledge Required by the Position:

- Knowledge of the criminal justice system at the municipal, state, and federal levels.
- Knowledge of all aspects of police work, including modern crime prevention, investigation techniques, criminal identification, apprehension, detention, rules of evidence, traffic control and safety, and record keeping.
- Knowledge of or the ability to learn the geography of the City and the location of important buildings and areas.
- Knowledge of accident, domestic violence, and gang investigation.
- Knowledge of management and supervisory techniques and procedures.
- Skill in effective, clear and persuasive oral and written communications with individuals and groups.
- Skill in the use of personal computers.
- Skill in resolving conflicts and gaining cooperation among competing interest groups.
- Skill in the use of firearms.
- Ability to analyze situations and to take quick, effective, and reasonable courses of action given due regard to the surrounding hazards and circumstances of each situation.
- Ability to exercise sound judgment in evaluating situations and making decisions.
- Ability to establish and maintain effective relationships with subordinate employees, City officials, citizens and community groups.
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
- Ability to operate a law enforcement vehicle during both the day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Ability to work routinely under highly stressful conditions including life-threatening situations.

Supervisory Controls: Work is performed under the general supervision of the assigned by higher ranking officer.

Guidelines: Guidelines include state and federal laws, traffic laws, local ordinances, and departmental policies and procedures. These guidelines are clear and specific, but require

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some interpretation in application. Work requires independent judgment and discretion in difficult or unusual situations.

Complexity: The work consists of administrative, supervisory, and technical tasks. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents. Work involves personal danger.

Scope and Effect: The purpose of this position is to protect life and property and to supervise officers on an assigned shift. Successful performance helps assure effective law enforcement practices, contributes to the safety of the general public, and promotes the efficient functioning of shift operations.

Personal Contacts: Contacts are typically with co-workers, the general public, public safety and law enforcement personnel, business and community members, and representatives of the court system.

Purpose of Contacts: Contacts are typically to provide services, receive and provide work instructions and information, and resolve problems.

Physical Demands: The work is typically performed with the employee sitting at a desk with intermittent standing, walking, bending, crouching or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

Work Environment: The work is typically performed both in an office and outdoors at scenes of accidents and incidents. The employee is exposed to occasional inclement weather, infectious diseases, irritating chemicals, and life-threatening situations. The work may require the use of protective equipment such as masks or gloves.

Supervisory and Management Responsibility: This position has direct supervision over patrol officers.

Minimum Qualifications:

High school diploma or GED; Associates degree or two years of related college coursework or other specialized police related training preferred; three years of progressively responsible law enforcement experience. POST (Peace Officer Standards and Training Council) basic mandated certification; possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR); equivalent combination of education and experience.